

The 8 Steps of the NCLEX

- 1. Apply for licensure with one board of nursing.**
- 2. Register and pay \$200 with Pearson VUE via the Internet, telephone or by U.S. mail.**
 - Use the exact name that is on your ID (see #7).
 - Using an email address ensures that all further information/ letters from Pearson VUE will come via email. Otherwise, U.S. mail will be used.
 - You must be made eligible by the board of nursing (#4) within 365 days of your registration and payment.
 - Third-party payments (by school, agency or employer) must be sent to the address listed at www.ncsbn.org/2017.htm.
 - There are no refunds of NCLEX fees for any reason.
- 3. Receive Acknowledgement of Receipt of Registration from Pearson VUE.**
 - Your username and password for the Pearson VUE website is located on this document.
- 4. Board of nursing makes you eligible in the Pearson VUE system.**
- 5. Receive Authorization to Test (ATT) letter from Pearson VUE.**
 - You must test within the validity dates (an average of 90 days). There are no extensions.
 - Check that your name matches your ID exactly (see #7).
- 6. Schedule your exam appointment via the Internet (by accessing your online account) or by telephone (telephone only for international scheduling).**
 - If you need to reschedule your appointment:
 - Tuesday, Wednesday, Thursday or Friday appointments must be changed 24 hours in advance of the original date and time.
 - Saturday, Sunday or Monday appointments must be changed no later than Friday at least 1 full business day in advance of the original date and time.
- 7. Arrive for exam appointment and present your printed ATT letter and acceptable identification (ID):**
 - In U.S., American Samoa, Guam, Northern Mariana Islands and U.S. Virgin Islands test centers, the only acceptable forms of ID are:
 - U.S. Drivers license (Department of Motor Vehicle-issued) (if expired, a renewal slip that includes a photograph and a signature must be presented as well)
 - U.S. State identification (Department of Motor Vehicle-issued)
 - U.S. military identification
 - Passport
 - In International test centers, only a passport is acceptable.
 - All IDs listed above must be: written in English, signed in English, valid (not expired) and include a photograph.
 - IDs from a U.S. Sanctioned (Embargoed) country must follow the policy (proof of residence) listed at www.ncsbn.org/1221.htm.
 - Driver's/learner's permits, temporary identification (examples include limited term IDs and any ID reading "temp" or "temporary") and passport cards are not accepted for admittance to the NCLEX.
 - If you cannot provide your printed ATT letter and acceptable ID at your appointment, you will have to reregister and repay for the NCLEX.
- 8. Receive your results from your board of nursing approximately four weeks after your exam.**

Important Information

Please access the NCLEX Candidate Bulletin for detailed information on the NCLEX registration process, policies and rules at www.ncsbn.org/1213.htm.

Contact Information

Contact Pearson VUE about registering, methods of payment, Authorization to Test (ATT) letters, scheduling/rescheduling, acceptable identification and comments about the test center at:

Visit: www.pearsonvue.com/nclex

Call: NCLEX Candidate Services

United States – Call (toll-free) 1.866.49NCLEX (1.866.496.2539), Monday – Friday, 7 am to 7 pm, U.S. Central Time.

Asia Pacific Region – Call NCLEX Candidate Services in Kuala Lumpur, Malaysia, at (pay number) +603.8314.9605, Monday – Friday, 9:00 am to 6 pm, local time for each country.

Europe, Middle East, Africa – Call NCLEX Candidate Services, at (pay number) +44.161.855.7445, Monday – Friday, 09:00 to 18:00, Central European Time.

India – Call NCLEX Candidate Services at (pay number) 91.120.439.7837, Monday – Friday, 9 am to 6 pm, IT.

All other countries not listed above – Call (pay number) 1.952.905.7403, Monday – Friday, 7 am to 7 pm, Central Time.

Candidates with hearing impairments who use a Telecommunications Device for the Deaf (TDD) – Call the U.S.A. Relay Service at (toll-free) 1.800.627.3529 or the Canada & International Inbound relay service at (pay number) 605.224.1837. These services are available 24 hours a day, seven days a week.

Write: NCLEX Examination Program
Pearson Professional Testing
5601 Green Valley Drive
Bloomington, MN 55437-1099

Email: pvamericascustomerservice@pearson.com.

Contact National Council of State Boards of Nursing (NCSBN) about NCLEX development, general NCLEX information and general questions/inquiries relating to exam administration at:

Visit: NCSBN website at www.ncsbn.org/nclex.htm

Write: National Council of State Boards of Nursing, Inc.
Examinations Department
111 E. Wacker Drive, Suite 2900
Chicago, Illinois 60601-4277

Call: 866-293-9600

Email: nclexinfo@ncsbn.org

Contact your board of nursing about licensure, name or address changes, name corrections on your ATT, and endorsement at the contact information found at www.ncsbn.org/contactbon.htm.